

HR Consultant HR Policy and Workforce Intelligence

Role Profile



TRAFFORD
COUNCIL

Service: Workforce Strategy Human Resources

Grade: Band 9

Reporting to: Strategic HR Lead: Workforce Strategy

Responsible for: Allocated HR staff

We Have

Trafford is a great place to live, work, learn and visit. From its leafy suburbs, to its more urban areas, the borough takes pride in its strong, diverse communities, its cultural and sporting heritage and its position at the heart of the region's economic powerhouse.

Trafford Council and its partners in the public, private and third sectors are embarking on a Vision which sees us working together to close inequality gaps and maximise Trafford's huge potential.

Our vision: Working together to build the best future for all our communities / everyone in Trafford.

Our vision is about giving people in Trafford greater choice about where they live; to build and sustain in thriving communities; and to develop areas which we can all take pride in. It's about people living healthily; receiving care when they need it and having access to our green spaces with great transport links across the borough.



Our Culture

Trafford Council employs around 2300 non-school members of staff and as one of the biggest employers in the borough, we work hard to make Trafford Council an employer of choice. We care what you think and believe you are more than just a job role. We have a great benefits' package and a real focus on your health and wellbeing, as well as, extensive learning, succession and development opportunities.

For us, it's not just about *what* we achieve as an organisation, but *how* we do it. Therefore, all employees are expected to display our **EPIC** values.

At Trafford Council we are EPIC

We EMPOWER – We inspire and trust our people to deliver the best outcomes for our customers, communities and colleagues.

We are PEOPLE CENTRED – We value all people, within and external to the organisation and give those around us respect. We will act with honesty and integrity in all that we do, and create an environment that enables everyone we work with to thrive and succeed.

We are INCLUSIVE – We are committed to creating an environment that values and respects the diversity and richness differences bring

We COLLABORATE – We build relationships, collaborate; treat people as equal partners and work together to make things happen.

A day in the life

'A day in the life' section of this Role Profile outlines the key tasks you will be expected to perform to give you an understanding of a typical day and the key activities that you will be expected to deliver or contribute to the delivery of.

The 'you have' section explores what qualifications and experience you will need for the role and the 'your strengths' section is where you can tell us about what skills and knowledge you can bring with you to succeed in the role.

We are a values based organisation, so reflecting our values in your evidence will support your application.

Your Main Priorities

- Strategic subject matter expert for HR Policy ensuring all are legislation compliant and reflective of best practice, national and GM guidance.
- A lead role in the delivery of a People Strategy that reflects our vision, values and behaviours including development of corporate and service level HR & OD policies and strategies that are complementary to the overarching Vision, Values and priorities for Trafford.
- Lead role in driving HR analytics to inform People strategy key themes and which supports Services to effectively address people related priorities.
- To work flexibly across the HR Service, working closely with HR Business Partners to provide professional expertise and deliver a range of workforce priorities.

Key duties

- Strategic HR lead for employment policy and workforce intelligence, ensuring all are equal pay & legislation compliant and reflective of best practice, national and GM guidance.
- Draft employment policy and associated toolkits in liaison with HR Business Partners that underpins our vision and values and assists client services to manage their workforce effectively.
- Work with HR Shared Service (GMSS) and other stakeholders to create or adapt processes that underpin policy and ensure appropriate communications are in place for managers and staff.
- Liaison with equality groups on a range of employment related initiatives. listening to views to co-design employment policy and associated implementation arrangements.

- In liaison with the HR Shared Service (GMSS), develop and maintain a smart suite of simplified, automated HR dashboards covering workforce data trends and customised appropriately for different stakeholder groups. Apply an innovative approach to the gathering and presentation of data so that it drives focus and resource for the HR Service.
- To maintain the HR intranet pages ensuring they are up to date and user-friendly.
- Use a coaching style, guiding and facilitating feedback to improve individual and organisational performance.
- To identify opportunities for improvement and provide high quality and timely intervention, advice and guidance to senior managers on service areas, policies, projects and initiatives.
- Prepare and present reports and papers for consideration by Senior Officers and Elected Members
- Ensure positive and effective communications and good working relationships across the whole HR service as well as Managers, elected Members, trade unions, partners and other stakeholders.
- To engage, add value and positively represent the Council and the People Directorate at internal and external meetings, conferences, events, collaborative working groups/projects, both within the Council and/or working with other public sector partners, undertaking necessary actions and sharing best practice learned/gained to enhance people management and performance.
- Through personal example, open commitment and clear action, ensure diversity is positively valued, resulting in equal access and treatment in employment, service delivery and communications.
- Undertake such other duties that are required from time to time and are commensurate with this position

You Have

- Post Graduate Diploma in Human Resource Management (or level 7 equivalent) and extensive relevant experience in the HR and/or OD field.
- A measurable commitment to your own and others' professional development.
- Relevant understanding and knowledge of the workings of local government including its legal, financial, social and political context, political processes and the current issues faced.

Your strengths

- Inclusive & authentic leadership.
- Effective presentation, communication and interpersonal skills and the ability to adapt personal style to meet the needs of the audience.
- Innovative, strategic and critical thinking.
- Identifying and energising engagement in others.
- Solution focussed.
- Collaborative working style.
- Analytical and attention to detail.

<ul style="list-style-type: none"> • Innovative and creative skills to resolve issues and problems not dealt with before. • Evidence of consistently delivering successful outcomes in HR and OD at a senior level. • Experience of building effective working relationships with a wide range of stakeholders by inspiring trust and confidence. • Persuading and influencing skills, with the courage to challenge in order to bring about behavioural change and achieve desired results/outcomes as necessary. • The ability to produce written reports, policy documents and papers to a high standard, often on complex subject matter. • The ability to communicate positively and effectively with a wide range of people, including the ability to negotiate with and influence others. • An excellent working knowledge of public sector pay and terms and conditions. • A good understanding of HR analytics and various methodologies to support continuous improvement. • Good working knowledge and application of Microsoft excel and HR systems. • A proven record of success in creating equality in service delivery and employment, integrating diversity and inclusion approaches into workforce and organisational strategy. 	<ul style="list-style-type: none"> • Ability to build relationships and develop trust and confidence. • Flexible approach to work and ability to manage conflicting priorities. • Resilient, curious & relentless.
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Prepared/revised by:

Health and Safety

To operate safely within the workplace with regard to the Council's health and safety policies, procedures and safe working practices. To be responsible for your own Health and Safety and that of other employees.

Equalities & Diversity

To work within the Council's Equalities and Diversity Policy, embracing through personal example, open commitment and clear action that diversity is positively valued, resulting in access for all by ensuring fair treatment in employment, service delivery and external communications.

Customer Care

To continually review, develop and improve systems, processes and services in support of the Council's pursuit of excellence in service delivery. To recognise the value of its people as a resource.

Training and Development

To identify training and development needs with your manager, taking an active part in your Personal Development and Review Plan. To access development opportunities as they arise and share learning with others and where appropriate, actively encourage a learning environment and development within others.

Policy

To work at all times within the established policies and practices of the Council, within the framework established by the Council Constitution and associated guidance.

Information Governance

Confidentiality is of prime importance. In the normal course of duties, the post holder will have access to personal and or sensitive information relating to service users, staff and contractors, as well as information of a commercially sensitive nature. Such information should not be communicated to anyone outside or inside the Council unless done in the normal course of carrying out the duties of the post. Disciplinary action will be considered where a breach of confidence and or data breach has been established.

All information obtained or held during the post-holders period of employment that relates to the business of the Council and its service users and employees will remain the property of the Council. Information may be subject to disclosure under relevant legislation.

To ensure information is shared safely and complies with information governance standards and associated legislation.